

# Instructions for Completing Your Traveler Profile

To create a profile, go to [WWW.CWGT.COM](http://WWW.CWGT.COM)

**Click the Travel Center link**

**2 Solutions<sup>™</sup>**  
Imagine the Difference

**CW Government Travel<sup>™</sup>**

**Home**  
About Us  
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Latest News  
E<sup>2</sup> Features  
Online Demo  
Traveler Tips  
Links  
**Travel Center**  
Contact Us  
Privacy Statement  
Site Map

**TRAVEL CENTER**  
Looking to book official travel for yourself or someone else? You will need to follow a couple of quick steps then you will be on your way!

1. Tell us who you are
2. If you don't have a profile, you will need to create one; once you have a profile, you can choose your travel options!!

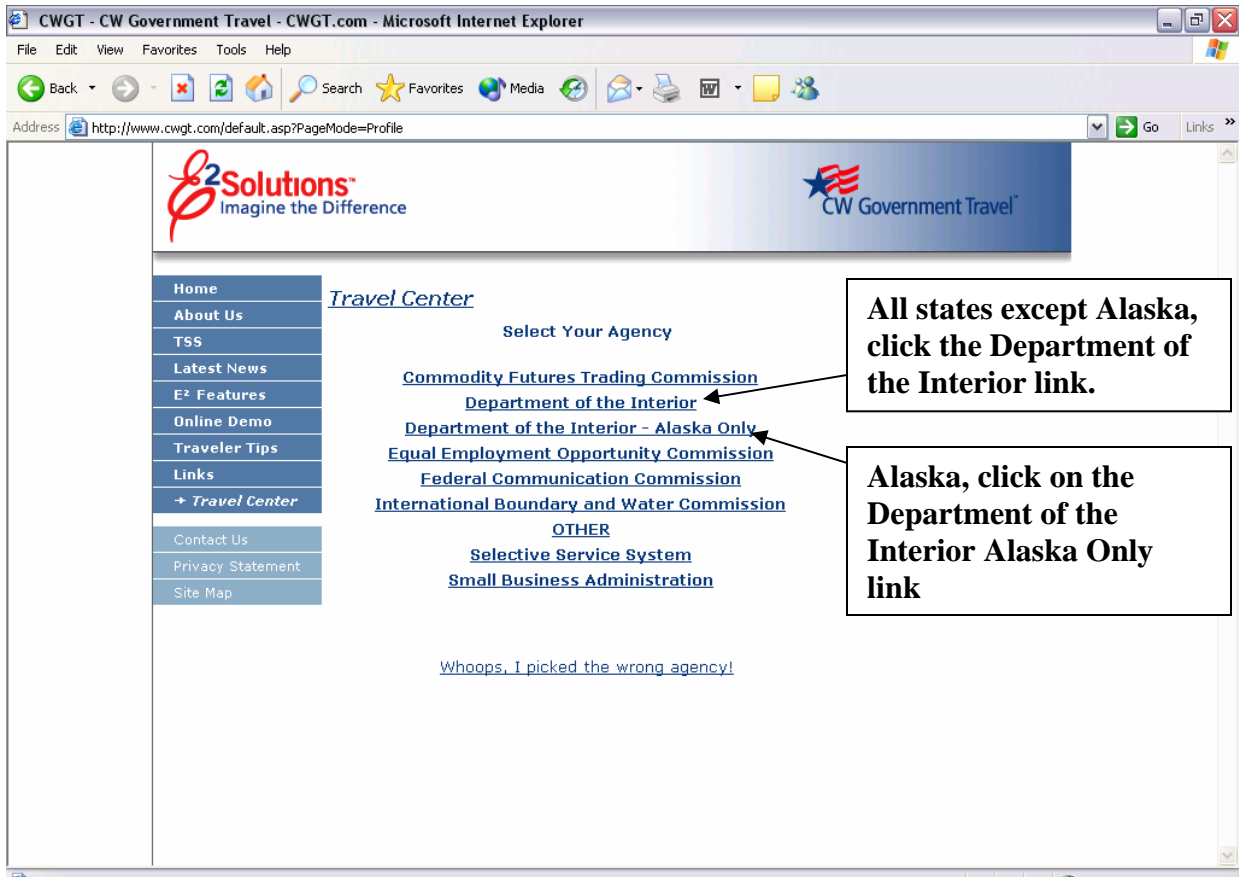
**Travel Related Links**  
CONUS PerDiem Rates  
FirstGov.gov Travel  
GSA Contract Airfares

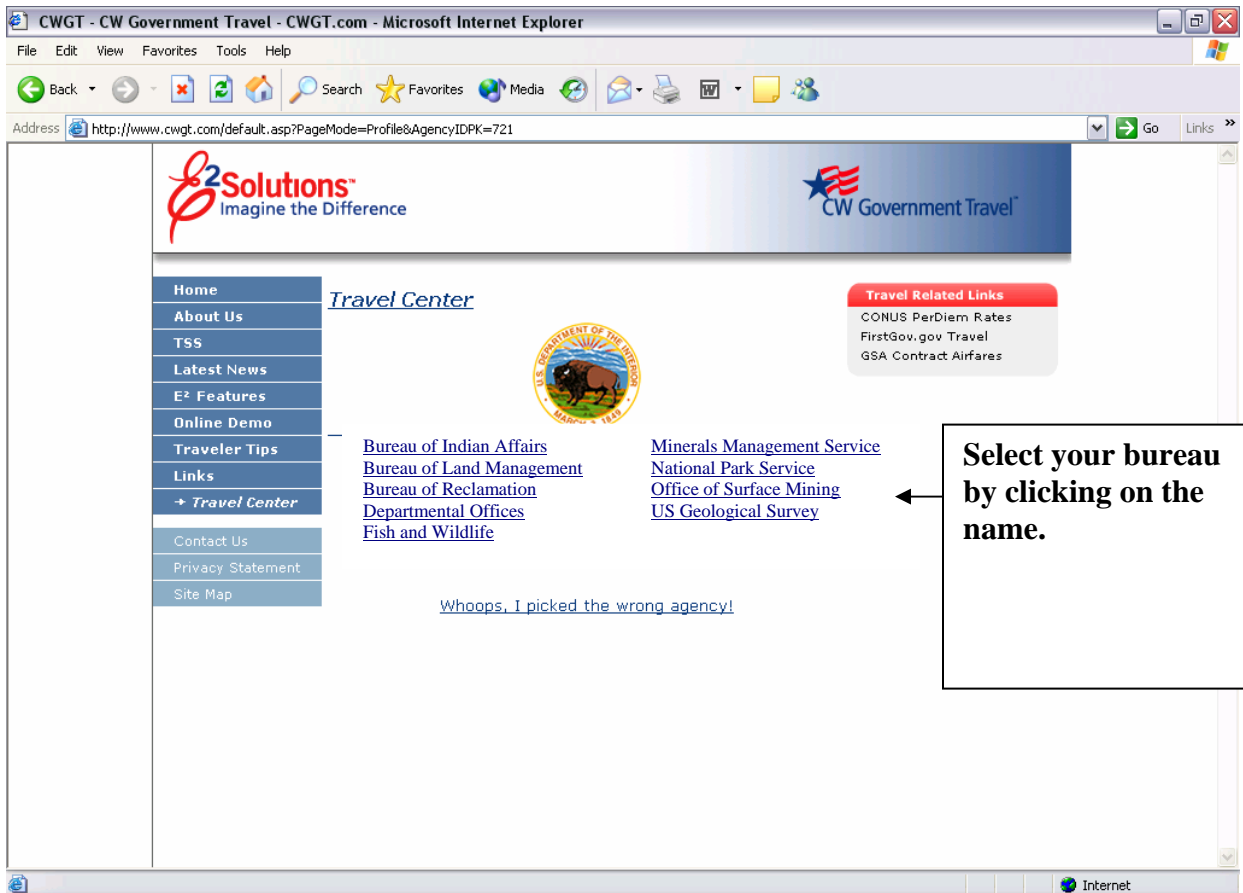
**News**  
CW Government Travel receives task order to provide eTS services for the GSA, SAN ANTONIO, Texas (December 20, 2004) - The United States General Services Administration (GSA) has awarded a task order to CW Government Travel (CWGT) to provide electronic travel services.

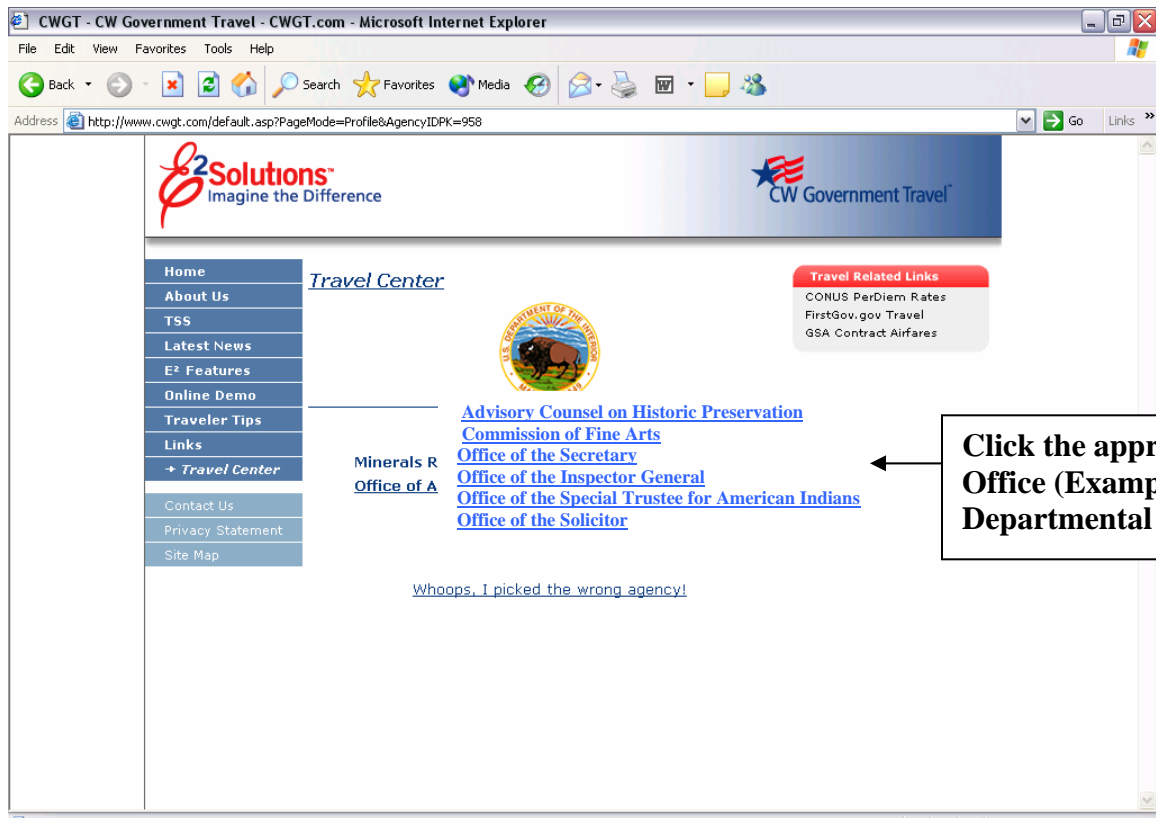
**Imagine The Difference**  
Imagine a company whose sole focus is on Government travel and expense management. Imagine a staff of dedicated subject matter experts whose sole focus is on delivering the best-in-class, user-driven eTravel solution...

**Recent News**

1. **5 January, 2005**  
CW Government Travel receives task order to provide TM services for the GSA ... Read More
2. **6 October, 2004**  
CW Government Travel wins federal task order for lodging program management services ... Read More
3. **Past Articles**







**Click the Create New Traveler User ID / Profile link**

**If you need assistance, you can view a video walk-through by clicking this link**

**Note: You will need to have Macromedia Flash Player installed to view the video (no sound).**

**Complete the name section to match your Bank of America Charge Card, no nicknames, abbreviations, etc. See instructions below.**

**The user id field will be automatically completed based on your first initial, the first four letters of your last name, and the 4-6 numbers you selected. Passwords are case sensitive and must be at least five characters.**

**“Special” characters such as @, -, etc. are allowed for the e-mail field, however, apostrophes are not accepted.**

**Click the Submit button once all required information is completed.**

**Select a 4-6 digit number that you can easily remember for this field**

**Do not use “special” characters in your address such as commas, hyphens, quotes. For example, the Main Interior Building address is:  
1849 C St NW  
MS 1234**

**Enter your Government charge card information here. If you do not have a Government charge card, or you do not know your Government charge card number, click the “None” option in the drop down box. You can modify your profile with Government charge card information at a later date.**

Microsoft Internet Explorer

Help

Create New Traveler Profile  
(\*) Indicates required fields

Full Legal First Name \*

Middle Initial

Full Legal Last Name \*

User ID - Last 4-6 numbers (you select) \*

User ID \*

Password \*

Confirm Password \*

Street Address 1 \*

Street Address 2

City \*

State Your state \*

Zip Code \*

Business Email \*

Business Phone \*

Fax Number \*

Credit Card Type Master Card \*

Credit Card Number \*

Credit Card Expiration Date (MM/YYYY) 1 - Jan / 2005

Is this card to be used for: Both

Submit Reset

Close Window

VeriSign Secure

All fields marked with an asterisk (\*) are required fields.

**The name formats are as follows:**

**First Name** – Enter your name as it appears on your Government travel charge card. Do not use nicknames, abbreviations, etc., unless your Government travel charge card matches (use Robert, not Rob or Bob). If you have a title such as Dr. or Jr. or Sr., enter your title after your first name separated by a space. **Do not use any special characters or punctuation such as a period or hyphen.**

**Middle Initial** – Enter your middle initial if applicable. (This is not a required field.)

**Last Name** – Use your full legal last name. **Do not use any special characters, punctuation, or spaces** (O’neil would be entered as Oneil, Mc Dowell would be entered as Mcdowell, and Lee-Smith would be entered as Leesmith. If your last name is less than 4 letter, enter your full last name (Abe, Luu, Roy).

**Notice the VeriSign emblem at the bottom of the screen; this ensures that data transmitted on this screen is secure.**

See the next page for an example of a completed form.

Create New Traveler Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Create New Traveler Profile  
(\* Indicates required fields)

**Full Legal** First Name James Jr \*

Middle Initial T

**Full Legal** Last Name Traveler \*

User ID - Last 4-6 numbers (you select) 0211 \*

User ID jtrav0211 \*

Password \*\*\*\*\* \*

Confirm Password \*\*\*\*\* \*

Street Address 1 123 Main St \*

Street Address 2

City Anywhere \*

State Your state \*

Zip Code 00000 \*

Business Email james\_traveler@blm. \*

Business Phone 303-236-0000 \*

Fax Number 303-236-0001 \*

Credit Card Type Master Card \*

Credit Card Number 1234567890111213

Credit Card Expiration Date (MM/YYYY) 1 - Jan / 2008

Is this card to be used for: None

Submit Reset

Close Window

VeriSign Secured

Internet

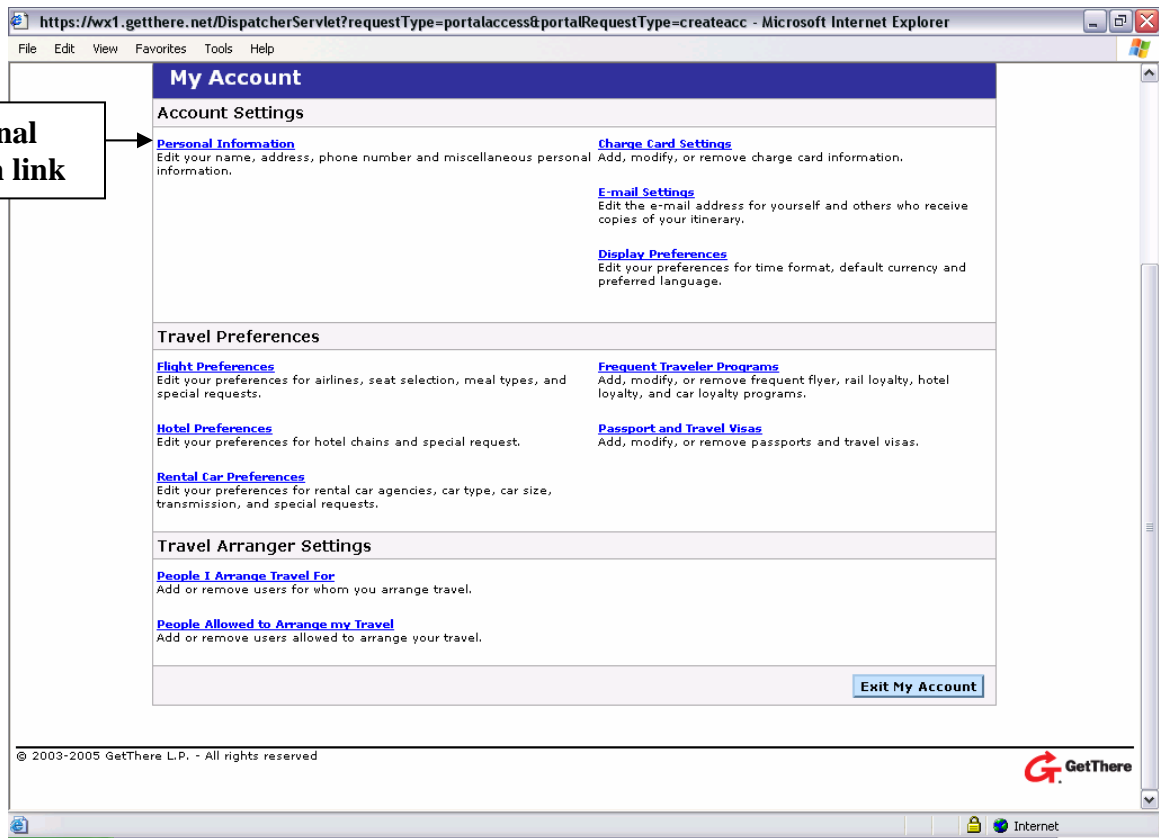
Notice the use of James rather than Jim and the added title, Jr.

Notice the automatically generated user id

After you have clicked the submit button, you will see the screen on the following page.

Your basic profile is completed at this point. The following screens are optional: you can either complete them now or logout from the system by clicking on the logout button located on the upper right side of the CWGT toolbar.

**Click Personal Information link**



The screenshot shows a web browser window with the address bar displaying `https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc`. The browser is Microsoft Internet Explorer. The page content is titled "My Account" and is organized into several sections:

- Account Settings**
  - [Personal Information](#): Edit your name, address, phone number and miscellaneous personal information.
  - [Charge Card Settings](#): Add, modify, or remove charge card information.
  - [E-mail Settings](#): Edit the e-mail address for yourself and others who receive copies of your itinerary.
  - [Display Preferences](#): Edit your preferences for time format, default currency and preferred language.
- Travel Preferences**
  - [Flight Preferences](#): Edit your preferences for airlines, seat selection, meal types, and special requests.
  - [Hotel Preferences](#): Edit your preferences for hotel chains and special request.
  - [Rental Car Preferences](#): Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.
  - [Frequent Traveler Programs](#): Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
  - [Passport and Travel Visas](#): Add, modify, or remove passports and travel visas.
- Travel Arranger Settings**
  - [People I Arrange Travel For](#): Add or remove users for whom you arrange travel.
  - [People Allowed to Arrange my Travel](#): Add or remove users allowed to arrange your travel.

At the bottom right of the account settings area is a button labeled "Exit My Account". The footer of the page includes the copyright notice "© 2003-2005 GetThere L.P. - All rights reserved" and the "GetThere" logo.



https://wx1.getthere.net/DispatcherServlet;jsessionid=0855BFCDF1EE0325AEC4649235534AA?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

## My Account

### Personal Information

#### Name, Address and Phone Number

Fields marked with a "\*" are mandatory

First Name: James Jr \*

Middle Initial: T

Last Name: Traveler \*

E-mail Address: james\_traveler@blm.gov \*

Job Title:

Company: DOI

Home Email:

Country: USA \*

Address 1: 123 Main St \*

Address 2:

City: Anywhere \*

State/Province: CO \*

Postal Code: 00000 \*

Work Phone: 303-236-0000 \*

Evening or Cell Phone:

Fax Phone: 303-236-0001

Expiration Date Reminders: On

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

Cancel Save

#### My Account Options

##### Account Settings

[Personal Information](#)  
[Charge Card Settings](#)  
[E-mail Settings](#)  
[Display Preferences](#)

##### Travel Preferences

[Frequent Traveler Programs](#)  
[Passport and Travel Visas](#)  
[Flight Preferences](#)  
[Hotel Preferences](#)  
[Rental Car Preferences](#)

##### Travel Arranger Settings

[People I Arrange Travel For](#)  
[People Allowed to Arrange my Travel](#)

Exit My Account

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GetThere Internet

Note: Click "on" in the box for "Expiration Date Reminders" if you would like an e-mail sent reminding you when your travel charge card expires.

Mandatory (\*) fields are automatically populated from the previous profile setup. Please verify this information. Entering data in the other fields is optional. Click the Save button when complete.

Click the Flight Preferences link for seat and meal preferences, or any special instructions.

https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

### My Account

#### Account Settings

[Personal Information](#)  
Edit your name, address, phone number and miscellaneous personal information.

[Charge Card Settings](#)  
Add, modify, or remove charge card information.

[E-mail Settings](#)  
Edit the e-mail address for yourself and others who receive copies of your itinerary.

[Display Preferences](#)  
Edit your preferences for time format, default currency and preferred language.

#### Travel Preferences

[Flight Preferences](#)  
Edit your preferences for airlines, seat selection, meal types, and special requests.

[Frequent Traveler Programs](#)  
Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

[Hotel Preferences](#)  
Edit your preferences for hotel chains and special request.

[Passport and Travel Visas](#)  
Add, modify, or remove passports and travel visas.

[Rental Car Preferences](#)  
Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.


#### Travel Arranger Settings

[People I Arrange Travel For](#)  
Add or remove users for whom you arrange travel.

[People Allowed to Arrange my Travel](#)  
Add or remove users allowed to arrange your travel.

[Exit My Account](#)

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This is the Flight Preferences page. Complete the form and then click the Save button. This is not mandatory; however, you must complete the form to inform the airlines of your seat and meal preferences, and any special instructions.

https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout  
Site: DOI Main

**Message** Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

**My Account** Flight Preferences

Home Airport  [Find city/airport](#)

Seat Preference    
☐ Show detailed seat availability information.

Meal Preference


Preferred Airlines   
1st Selection  [Clear Selection](#)   
2nd Selection  [Clear Selection](#)   
3rd Selection  [Clear Selection](#)

Special Instructions

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

**My Account Options**  
**Account Settings**  
[Personal Information](#)  
[Charge Card Settings](#)  
[E-mail Settings](#)  
[Display Preferences](#)  
**Travel Preferences**  
[Frequent Traveler Programs](#)  
[Passport and Travel Visas](#)  
[Flight Preferences](#)  
[Hotel Preferences](#)  
[Rental Car Preferences](#)  
**Travel Arranger Settings**  
[People I Arrange Travel For](#)  
[People Allowed to Arrange my Travel](#)

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https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

### My Account

#### Account Settings

<a href="#">Personal Information</a> Edit your name, address, phone number and miscellaneous personal information.	<a href="#">Charge Card Settings</a> Add, modify, or remove charge card information.
	<a href="#">E-mail Settings</a> Edit the e-mail address for yourself and others who receive copies of your itinerary.
	<a href="#">Display Preferences</a> Edit your preferences for time format, default currency and preferred language.

#### Travel Preferences


<a href="#">Flight Preferences</a> Edit your preferences for airlines, seat selection, meal types, and special requests.	<a href="#">Frequent Traveler Programs</a> Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
<a href="#">Hotel Preferences</a> Edit your preferences for hotel chains and special request.	<a href="#">Passport and Travel Visas</a> Add, modify, or remove passports and travel visas.
<a href="#">Rental Car Preferences</a> Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.	

#### Travel Arranger Settings

<a href="#">People I Arrange Travel For</a> Add or remove users for whom you arrange travel.
<a href="#">People Allowed to Arrange my Travel</a> Add or remove users allowed to arrange your travel.

[Exit My Account](#)

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Internet

Click the Hotel Preferences link.

This is the Hotel Preferences page. Complete the form and then click the Save button.

https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout  
Site: DOI Main

**Message** Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

My Account		Hotel Preferences	
Preferred Chains	1st Selection 2nd Selection 3rd Selection	<a href="#">Clear Selection</a> <a href="#">Clear Selection</a> <a href="#">Clear Selection</a>	
Special Requests	1st Selection 2nd Selection 3rd Selection	<a href="#">Clear Selection</a> <a href="#">Clear Selection</a> <a href="#">Clear Selection</a>	
Special Instructions			

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

[Cancel](#) [Save](#)

**My Account Options**  
**Account Settings**  
[Personal Information](#)  
[Charge Card Settings](#)  
[E-mail Settings](#)  
[Display Preferences](#)  
**Travel Preferences**  
[Frequent Traveler Programs](#)  
[Passport and Travel Visas](#)  
[Flight Preferences](#)  
[Hotel Preferences](#)  
[Rental Car Preferences](#)  
**Travel Arranger Settings**  
[People I Arrange Travel For](#)  
[People Allowed to Arrange my Travel](#)  
[Exit My Account](#)

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Done Internet

https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

## My Account

### Account Settings

<a href="#">Personal Information</a> Edit your name, address, phone number and miscellaneous personal information.	<a href="#">Charge Card Settings</a> Add, modify, or remove charge card information.
	<a href="#">E-mail Settings</a> Edit the e-mail address for yourself and others who receive copies of your itinerary.
	<a href="#">Display Preferences</a> Edit your preferences for time format, default currency and preferred language.

### Travel Preferences


<a href="#">Flight Preferences</a> Edit your preferences for airlines, seat selection, meal types, and special requests.	<a href="#">Frequent Traveler Programs</a> Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
<a href="#">Hotel Preferences</a> Edit your preferences for hotel chains and special request.	<a href="#">Passport and Travel Visas</a> Add, modify, or remove passports and travel visas.
<a href="#">Rental Car Preferences</a> Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.	

### Travel Arranger Settings

<a href="#">People I Arrange Travel For</a> Add or remove users for whom you arrange travel.
<a href="#">People Allowed to Arrange my Travel</a> Add or remove users allowed to arrange your travel.

[Exit My Account](#)

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 GetThere

Click the Rental Car Preferences link

This is the Rental Car Preferences page. Complete the form and click the Save button. DOI policy states you are authorized to rent a compact size car, unless you are transporting a large amount of Government property that requires a larger car or you are providing transportation to more than two other employees who are on official travel.

The screenshot shows a web browser window with the URL <https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3>. The page is titled "Welcome James Jr Traveler" and "Site: DOI Main". A message box says: "Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, [CLICK HERE](#) to close the window."

The main form is titled "My Account" and "Rental Car Preferences". It contains the following fields:

- Car Type: compact (selected), 2 door, automatic
- Special Requests: 1st Selection, 2nd Selection, 3rd Selection (each with a "Clear Selection" link)
- Special Instructions: (empty text box)

Below the form, a red message states: "The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc." There are "Cancel" and "Save" buttons.

The sidebar on the right is titled "My Account Options" and contains the following links:

- Account Settings
  - [Personal Information](#)
  - [Charge Card Settings](#)
  - [E-mail Settings](#)
  - [Display Preferences](#)
- Travel Preferences
  - [Frequent Traveler Programs](#)
  - [Passport and Travel Visas](#)
  - [Flight Preferences](#)
  - [Hotel Preferences](#)
  - [Rental Car Preferences](#)
- Travel Arranger Settings
  - [People I Arrange Travel For](#)
  - [People Allowed to Arrange my Travel](#)

At the bottom of the sidebar is an "Exit My Account" button.

The footer of the page includes the copyright notice "© 2003-2005 GetThere L.P. - All rights reserved" and the "GetThere" logo.

https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

## My Account

### Account Settings

<a href="#">Personal Information</a> Edit your name, address, phone number and miscellaneous personal information.	<a href="#">Charge Card Settings</a> Add, modify, or remove charge card information.
	<a href="#">E-mail Settings</a> Edit the e-mail address for yourself and others who receive copies of your itinerary.
	<a href="#">Display Preferences</a> Edit your preferences for time format, default currency and preferred language.

### Travel Preferences


<a href="#">Flight Preferences</a> Edit your preferences for airlines, seat selection, meal types, and special requests.	<a href="#">Frequent Traveler Programs</a> Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
<a href="#">Hotel Preferences</a> Edit your preferences for hotel chains and special request.	<a href="#">Passport and Travel Visas</a> Add, modify, or remove passports and travel visas.
<a href="#">Rental Car Preferences</a> Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.	

### Travel Arranger Settings

<a href="#">People I Arrange Travel For</a> Add or remove users for whom you arrange travel.
<a href="#">People Allowed to Arrange my Travel</a> Add or remove users allowed to arrange your travel.

[Exit My Account](#)

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Click the  
Frequent  
Traveler  
Programs  
Link



https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout  
Site: DOI Main

**Message** Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

**My Account** Frequent Traveler Programs

**My Frequent Traveler Programs**  
You have not entered frequent traveler programs to your "My Frequent Traveler Programs" section.  
To add a frequent traveler program click the "Add Frequent Traveler Program" button.

**My Account Options**  
**Account Settings**  
[Personal Information](#)  
[Charge Card Settings](#)  
[E-mail Settings](#)  
[Display Preferences](#)  
**Travel Preferences**  
[Frequent Traveler Programs](#)  
[Passport and Travel Visas](#)  
[Flight Preferences](#)  
[Hotel Preferences](#)  
[Rental Car Preferences](#)  
**Travel Arranger Settings**  
[People I Arrange Travel For](#)  
[People Allowed to Arrange my Travel](#)

Click the Add Frequent Traveler Program button

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This is the Frequent Traveler Program page. Complete the form and then click the Save button.

https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout  
Site: DOI Main

**Message** Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, [CLICK HERE](#) to close the window.

My Account		Frequent Traveler Program Information	
Program Type	Airline		
Vendor	Select one		
Account Number			
The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.			
		Cancel	Save

**My Account Options**

**Account Settings**  
[Personal Information](#)  
[Charge Card Settings](#)  
[E-mail Settings](#)  
[Display Preferences](#)

**Travel Preferences**  
[Frequent Traveler Programs](#)  
[Passport and Travel Visas](#)  
[Flight Preferences](#)  
[Hotel Preferences](#)  
[Rental Car Preferences](#)

**Travel Arranger Settings**  
[People I Arrange Travel For](#)  
[People Allowed to Arrange my Travel](#)

Exit My Account

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https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

## My Account

### Account Settings

<a href="#">Personal Information</a> Edit your name, address, phone number and miscellaneous personal information.	<a href="#">Charge Card Settings</a> Add, modify, or remove charge card information.
	<a href="#">E-mail Settings</a> Edit the e-mail address for yourself and others who receive copies of your itinerary.
	<a href="#">Display Preferences</a> Edit your preferences for time format, default currency and preferred language.

### Travel Preferences


<a href="#">Flight Preferences</a> Edit your preferences for airlines, seat selection, meal types, and special requests.	<a href="#">Frequent Traveler Programs</a> Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
<a href="#">Hotel Preferences</a> Edit your preferences for hotel chains and special request.	<a href="#">Passport and Travel Visas</a> ← Add, modify, or remove passports and travel visas.
<a href="#">Rental Car Preferences</a> Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.	

### Travel Arranger Settings

<a href="#">People I Arrange Travel For</a> Add or remove users for whom you arrange travel.
<a href="#">People Allowed to Arrange my Travel</a> Add or remove users allowed to arrange your travel.

[Exit My Account](#)

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 GetThere

Click the  
Passport and  
Travel Visas  
link

https://wx1.getthere.net/DispatcherServlet;jsessionid=7B4E00AC2CA65309A2B8A043BAB4F2F0?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler  
Site: DOI Main

Home | My Account | My Trips | My Templates | Help | Logout

**Message** Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

**My Account** Passport and Travel Visas

You can add up to three travel visas and one passport. Please click the "Add Travel Document" button to add a new Passport or Travel Visa.

**My Travel Documents**

You have not entered travel documents to your "My Travel Documents" section.

To add a travel document click the "Add Travel Document" button.

Cancel Add Travel Document

**My Account Options**

**Account Settings**  
[Personal Information](#)  
[Charge Card Settings](#)  
[E-mail Settings](#)  
[Display Preferences](#)

**Travel Preferences**  
[Frequent Traveler Programs](#)  
[Passport and Travel Visas](#)  
[Flight Preferences](#)  
[Hotel Preferences](#)  
[Rental Car Preferences](#)

**Travel Arranger Settings**  
[People I Arrange Travel For](#)  
[People Allowed to Arrange my Travel](#)

Exit My Account

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GetThere

Internet

Click the Add Travel Document button

This is the Passport and Travel Visas page. Complete the form and then click the Save button.

The screenshot shows a web browser window with the address bar displaying a URL from getthere.net. The page has a blue header with a landscape image and the e2Solutions logo. A navigation bar includes links for Home, My Account, My Trips, My Templates, Help, and Logout. A message box states: "Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, [CLICK HERE](#) to close the window." The main content area is titled "My Account" and "Travel Document Information". It contains a form for adding or modifying a travel document. The form fields are: Document Type (Passport), Country (a dropdown menu showing "(Select Country)"), Number (a text input field), and Expiration Date (a date picker set to February - (02), 11, 2005). Below the form, a red message states: "The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc." There are "Cancel" and "Save" buttons. On the right, a sidebar titled "My Account Options" lists various settings: Account Settings (Personal Information, Charge Card Settings, E-mail Settings, Display Preferences), Travel Preferences (Frequent Traveler Programs, Passport and Travel Visas, Flight Preferences, Hotel Preferences, Rental Car Preferences), and Travel Arranger Settings (People I Arrange Travel For, People Allowed to Arrange my Travel). An "Exit My Account" button is also present. The footer includes copyright information for 2003-2005 GetThere L.P. and the GetThere logo.

https://wx1.getthere.net/DispatcherServlet;jsessionid=7B4E00AC2CA65309A2B8A043BAB4F2F0?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout  
Site: DOI Main

**Message** Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, [CLICK HERE](#) to close the window.

**My Account** Travel Document Information

You can add a new travel document or modify an existing travel document. Please enter the travel document information and then click the "Save" button.

Document Type: Passport

Country: (Select Country)

Number:

Expiration Date: February - (02) 11 2005

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

Cancel Save

**My Account Options**

**Account Settings**  
[Personal Information](#)  
[Charge Card Settings](#)  
[E-mail Settings](#)  
[Display Preferences](#)

**Travel Preferences**  
[Frequent Traveler Programs](#)  
[Passport and Travel Visas](#)  
[Flight Preferences](#)  
[Hotel Preferences](#)  
[Rental Car Preferences](#)

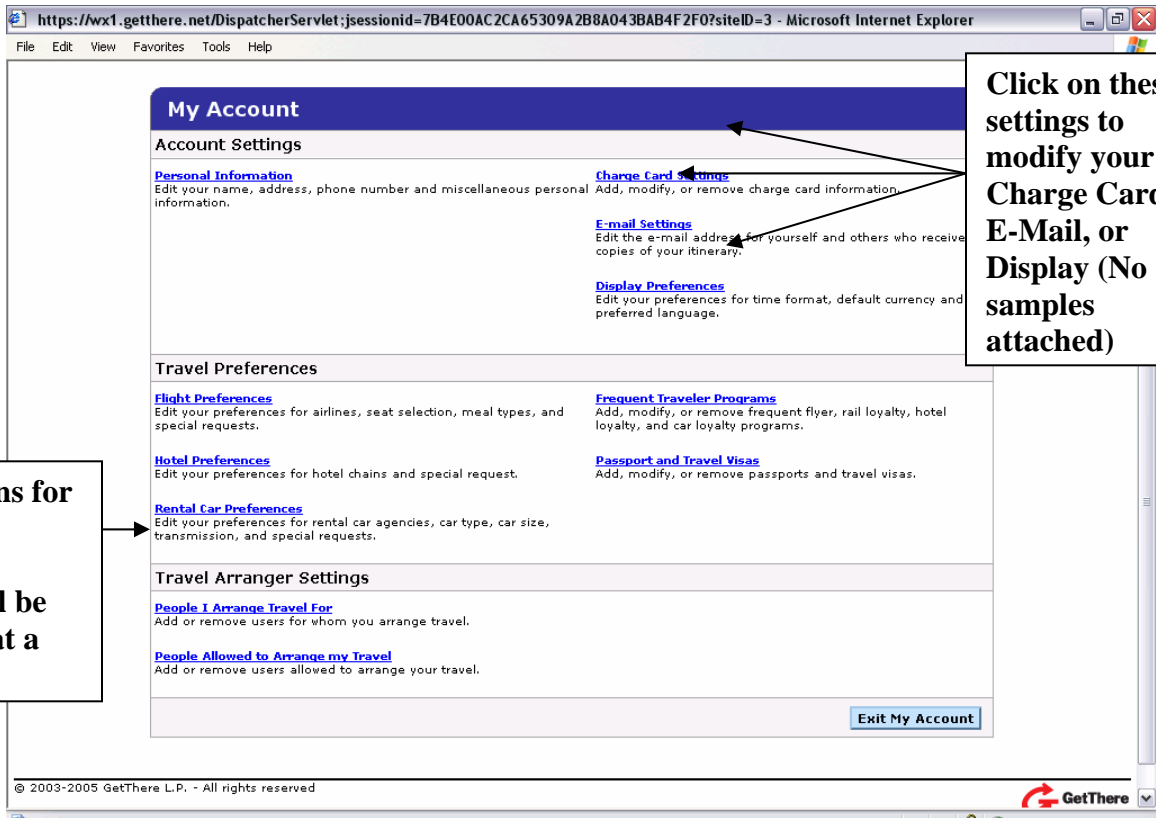
**Travel Arranger Settings**  
[People I Arrange Travel For](#)  
[People Allowed to Arrange my Travel](#)

Exit My Account

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Done Internet



https://wx1.getthere.net/DispatcherServlet;jsessionid=7B4E00AC2CA65309A2B8A043BAB4F2F0?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler [Home](#) | [My Account](#) | [My Trips](#) | [My Templates](#) | [Help](#) | [Logout](#)

Site: DOI Main

**Message** Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

**My Account**

**Account Settings**

**Personal Information**  
Edit your name, address, phone number and miscellaneous personal information.

**Charge Card Settings**  
Add, modify, or remove charge card information.

**E-mail Settings**  
Edit the e-mail address for yourself and others who receive copies of your itinerary.

**Display Preferences**  
Edit your preferences for time format, default currency and preferred language.

**Travel Preferences**

**Flight Preferences**  
Edit your preferences for airlines, seat selection, meal types, and special requests.

**Frequent Traveler Programs**  
Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

**Hotel Preferences**  
Edit your preferences for hotel chains and special request.

**Passport and Travel Visas**  
Add, modify, or remove passports and travel visas.

**Rental Car Preferences**  
Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.

**Travel Arranger Settings**

Internet

When finished, click on Logout.

You are now logged out of your CWGT profile; you can close your browser or return to the login page.

